

ZCMT – Open Commitment Item Report

Purpose: Report to provide cost object information related to open commitments in Funds Management.

Role Require: FI Display All

The image displays two screenshots of the SAP 'Open Commitment Item Report' interface. The left screenshot shows the 'Document selection' section with checkboxes for 'MM related documents' and 'FI Invoices'. The right screenshot shows the 'FI Invoices' section with a list of fields for selection, including Fund, Funds Center, Commitment Item, Functional Area, Requisition, Purchase Order, Invoice, Fiscal Year, Completion Indicator, Deletion Indicator, Fiscal year change status, Period, Posting Date, Cost Center, S_AUFNR, WBS Element, and Vendor.

Document Selection Section

Both boxes should remain checked to identify all open commitments for purchasing and accounts payable activities. Only uncheck the box if a specific type of document is needed.

Fund: Enter 7 digit fund code assigned to the cost object used when creating the commitment.

Funds Center: Enter 3 or 4 digit funds center code assigned to the cost object used when creating the commitment.

Commitment Item: Optional field – enter standard 7 digit commitment item code

Functional Area: Optional field – enter your agency's 4 digit functional area code

Ref. Document number: Leave blank for all open commitments. To view one document number, remove the check from the appropriate document selection section and enter document number.

Fiscal Year: Enter current 4 digit Fiscal Year

Completion Indicator: Use selection option '≠' (not equal to); enter value X (this will exclude completed documents)

Deletion Indicator: Use selection option '=' (equal to); leave blank to exclude documents with the deletion indicator set

Fiscal year change status: Leave blank to identify all documents. Entering a selection within this field will limit documents to currently entered verses carried forward documents.

Period: Optional field – enter the period in which posting occurred in Funds Management.

Posting Date: Optional field – enter the date in which posting occurred in Funds Management.

Cost Center: Enter a specific cost center or leave blank to pull in all open commitments per other selections.

S_AUFNR: Optional field - enter internal order number.

WBS Element: Optional field - enter WBS element.

Vendor: Do not use this field.

Understanding Report Output

- Zero dollar line items may represent purchase requisitions or purchase orders that have a zero quantity remaining, but the final step to close the document has not been completed. **** Use this report as a tool to clean up your agencies' open documents.
- When the report is generated for an entire fund and funds center, the open commitment amount will equal the committed column on the Y_DEV_80000046 – Actual Budget report.
 - Differences will occur for the following budget transactions:
 - Funds Reservation
 - Funds Commitment
 - Funds Pre-commitment
- Change Layout option can be used to pull additional fields into the report.
- Multiple selection option can be used to provide a selection of more than one value for an input field.
- Report can be exported to EXCEL or text file (large amount of data should be exported to a text file to ensure completeness).